2) Select **Edit > Track Changes > Compare Document**.

3) An open document dialog appears. Select the original document and click **Open**.

4) Calc opens the Manage Changes dialog showing the changes identified.

Calc finds and marks the changes as follows:

- All data that occurs in the edited document but not in the original is identified as inserted.

- All data in the original document that is not in the edited document is identified as deleted.

- All data that is changed is marked as changed.

From this point you can go through and accept or reject changes, as described earlier.

# Saving versions

For auditing and other purposes, you may need to save new versions of a spreadsheet. You can do this by saving a copy of the spreadsheet (under a different name) after each revision, or by using Calc's version feature.

> ⚠️ **Caution**
>
> If you select **File > Save As** on the Menu bar, or press *Ctrl+Shift+S*, for a document with different versions stored in it, the old versions are not saved in the new file.

To use version management in Calc:

1) Choose **File > Versions** on the Menu bar. A version management dialog (Figure 422) opens, showing a list of the existing versions saved in this file.
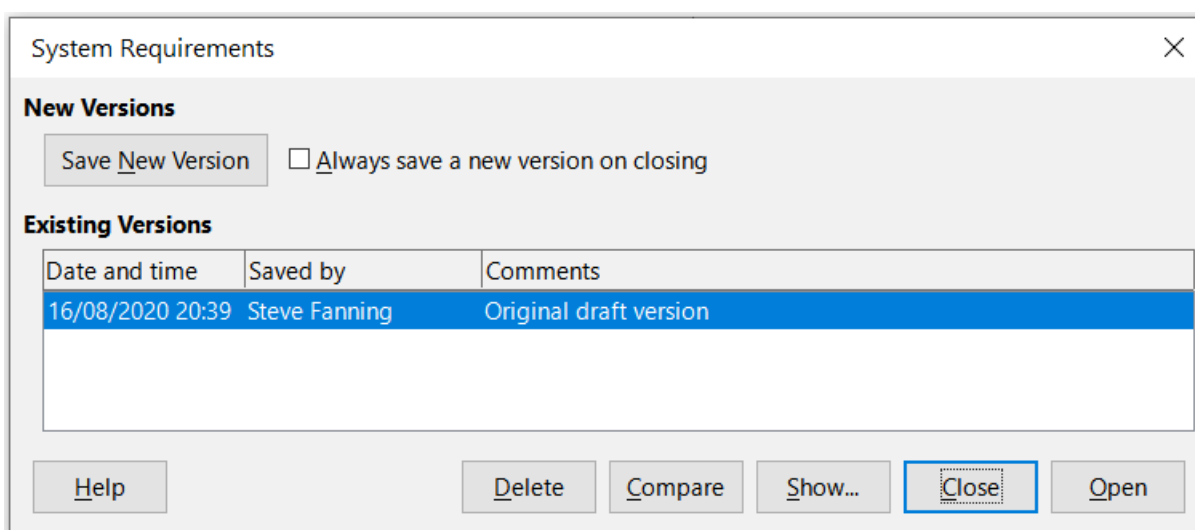


*Figure 422: Version management dialog*

2) Click the **Save New Version** button to save a new version. The Insert Version Comment dialog (Figure 423) opens where you can enter comments about this version.